

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, May 2, 2019 9:02 AM
To: ACT listserv
Subject: WI Statewide ACT Aspire Assessment Update - May 2

Dear educators,

This is week four of the statewide summative ACT Aspire testing window for grades 9 and 10. The window closes on **May 10**. To date, 85% of tests are complete with scoring in process. Scores will be reported in the Aspire portal in early to mid-July. Please read below for pertinent information regarding ACT Aspire statewide summative testing.

Reinstatement

If a student's test session needs to be reinstated, after the reinstatement is approved, to proceed you must: (1) create a new test session, (2) add the reinstated student to it, and then (3) print a new test ticket.

How to Monitor School and Student Testing Progress in the Aspire Portal

Use the Registered/Returned Report to monitor student progress towards the completion of the Aspire tests.

- Make sure you are logged in at the school organization level.
- To access the Registered/Returned Report go to Aspire portal, click on Summative Tests and choose Registered/Returned Report from the dropdown. This report displays the percentage of tests that are submitted to score. It updates overnight every night.
- Hover over an orange bar and numbers of tests scored is displayed.
- Click on an orange bar and progress for each individual student is provided in a list format. Remember this Report is not "live" but is updated overnight each night.
- Once drilled down to the student list in the report, there is an "Extract" button. This produces a report in .csv file format. See [Aspire Portal User Guide](#) pp. 94-97 for details.

Closing Test Sessions

ACT will close all Aspire test sessions after the test window closes on May 10.

Paper Test Returns

- For students who tested with paper forms, the deadline for ACT Aspire to receive all paper materials is **May 17, 2019**. Answer documents received after this date will not be scored.
- Follow the instructions on pp. 20-23 in the [Aspire Test Coordinator Manual](#) on how to pack and return paper materials.
- Call UPS at 800-823-7459 to schedule a pickup request for **Pearson** using their **Return Service**.

Students Who Take DLM or Do Not Test

If students are in sessions that have already started, please wait until ACT closes the test sessions and utilize the [May 13-20 window](#) to enter the not tested codes using the instructions pages 4-5 of the [WI Administration Supplement](#).

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

Aspire Help Desk

855-730-0400

<http://www.act.org/content/act/en/products-and-services/act-aspire/act-aspire-contact-us.html>

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.